



June 28, 2021

Welcome to **The Hamlet Homeowners Association Inc!** Your primary contact at Appletree Bay Property Management is Kate Kinney, your property manager. Kate's email address is Kate@appletrreebay.com. If you have any questions, please contact our office at 802-863-6940, between the hours of 8:30 a.m. to 4:30 p.m., Monday to Friday. In case of an emergency, e.g., bursting pipes, sewer backups, etc., please call at 802-863-6940 at any time and you will be prompted to contact our emergency paging service.

Payment of Fees

The monthly dues for 2021 are \$210 and are due on or before the first of the month.

Payment Options:

Option 1: Online Payments (set up by homeowner set up to draft as one time or multiple payments) NO fees for use of Checking/Savings Account but a Fee will be assessed for the use of a Credit Card.

Go to: www.propertypay.cit.com

Click Sign up Link

Enter Management ID: 5018

Enter Association ID: 00HM

Enter Account Number: Contact ABPM for your 9 digit number

Option 2: Set up in office ACH managed by ABPM

ACH is a preauthorized electronic payment using the Federal Reserve systems Automated Clearing House to facilitate transfers from the homeowners account to the associations bank account. You can set this up by filling out the authorization paperwork and emailing back with cancelled check or bank letter to alexis@appletrreebay.com

Option 3: Check payable to: The Hamlet Homeowners Association Inc

Mail to: **The Hamlet Homeowners Association Inc
c/o Appletree Bay Property Management
P.O. Box 64983
Phoenix, AZ 85082-4983**

ACCOUNT NUMBER MUST be included in the memo section of your check.

If you have any questions regarding payment options, please call our accounting department at 802-863-6940.

Common Elements

The Association is responsible for the routine maintenance of the common elements which includes the grounds (snow and lawn maintenance), as well as driveways. Unit owners are responsible for the repair and upkeep of their unit's interior and exterior as well as individual plumbing and electrical services.

Insurance

Union Mutual Fire Insurance Company is the Associations' insurance carrier. The policy is handled by Noyle W Johnson Insurance. Their telephone number is 802-661-3959. The insurance policy covers the buildings and common areas, but does not cover personal belongings. The all-in endorsement does cover both inside and outside of the homes, including appliances, but not furniture or personal items. If you have not done so already, we strongly recommend that you contact either the insurance agency or your present insurance agent to structure a homeowner's policy that covers the items not included in the Association's master insurance policy. Any insurance claims under the Association's policy should be made via Appletree Bay Property Management.

Rubbish Removal/Recycling/Composting

Rubbish removal and recycling have been established for the Association through Casella. The pick-up day is every Wednesday for rubbish and every other Wednesday for recycling. If you have any questions or special requests, please call Appletree Bay Property Management at 802-863-6940 or Casella at 802-864-3615. Composting is the responsibility of the owner and will not be picked up by Casella with other recycling or trash.

Emergency Form

An Information Form is enclosed for you to complete and return to our office as soon as possible. This information is kept on file for all owners in case of an emergency.

Website

The Hamlet Website is a good resource for information and community related news. hoahamlet.com. (Meeting page Password: hamlet_homes)

Declared as a Planned Community in 2008, The Hamlet consists of 45 lots. The Hamlet is situated on 11.8 acres in the Town of Williston, Vermont, on the streets named: Day Lane, Center St., Madison Drive, Seymour St and Jakes Way.

The majority of the units at The Hamlet are owner-occupied. The Board prepared this brief guide for all unit owners and residents. It contains information on questions that may arise in the day-to-day living at The Hamlet. Home owners and residents should not construe any of the material presented here to contravene the By-Laws, the Declaration of the Planned Community, and/or any amendments.

Community living, by definition, creates certain interdependence among all residents and unit owners. The Board adopted the Rules and Regulations governing The Hamlet to provide a safe, clean and harmonious environment while simultaneously protecting and enhancing each owner's investment.

Please phone the property management company for any clarification of the contents of this guide or for answers to questions not addressed.

Board of Directors
The Hamlet

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GENERAL INFORMATION

Board Members

Board members must participate fully in the activities of the Board through attending the regularly scheduled monthly Board meetings, the annual meeting, additionally scheduled meetings, working with committees as needed and assisting in all the Board's activities. This is a volunteer position with a term of two (2) years. The only personal gain Board members receive is the knowledge that you are providing a valuable service for the association members.

The Board's activities include:

- Directing the operation, care, upkeep and maintenance of common areas.
- Preparing the annual budget and managing the other financial workings of the association
- Collecting dues, fees and assessments; making and amending rules applicable to units and common areas
- Enforcing, by legal means, all provisions of the Declaration, By-Laws, Rules and Regulations and taking any appropriate action against improper acts by owners or tenants
- Administering and overseeing the proceedings required when there is damage or destruction in the community.

Board members are glad to speak with any resident, but, as volunteers who are already committing a large amount of time to serve you, they ask you to be considerate of their time. For issues relating to landscaping, snow management, garbage removal and administrative issues, please contact Appletree Bay Property Management at 802-863-6940. Contacting a Board member rather than the property management company can delay the request. Contact the police with noise, vandalism, trespass complaints or criminal activities. Contact the fire department for any fire or emergency health needs.

Property Management

The Hamlet contracts with Appletree Bay Property Management (ABPM) as our property management company, providing administrative support to the association and overseeing the association's property. Appletree Bay Property Management can be reached at 863-6940 for all issues related to administrative functions, landscaping, snow and garbage removal. ABPM's regular business hours are Monday to Friday, 8:30 am to 4:30 pm.

Contact information.

By mail: Appletree Bay Property Management
PO Box 3009
Burlington, VT 05408-3009

By telephone: (802) 863-6940, follow the directions if you reach voice mail, leaving a message for non-emergency issues, or calling the emergency number for issues requiring immediate resolution, to have the on-call representative paged.

By fax: (802) 865-7928

By email: Kate Kinney at kate@appletrreebay.com

For any architectural or horticultural changes to a property, please consult the Hamlet Rules and Regulations for standards. Also please see article four of the Hamlet Rules and Regulations for full description of process before beginning any architectural or horticultural changes.

Association Meetings

The Board meets once per quarter on the first Thursday of the first month of the quarter. Owners and residents are welcome to attend these meetings. The notice and agenda are sent to all homeowners in advance of each meeting. We encourage that you contact the property management company no later than the Friday before the meeting to add items to the Board's agenda. The Board will discuss items as they appear on the agenda. The Board is more likely to discuss items added prior to the meeting than during the meeting. The Board may need to hold items added at the meeting for the following meeting due to time constraints.

The Association Annual Meeting, which all owners are encouraged to attend, generally takes place in November, toward the end of the month. Notification of time, date and location will be sent to owners well in advance.

GOOD NEIGHBOR REMINDERS

The Hamlet is its own small community, and as a community member, each of us has a responsibility. We are obliged to temper our personal freedoms with respect for the rights, dignity, and property of others in the community. The reminders shared here help identify behaviors that are accepted by our community. **If you feel there are rules and regulations that you agreed to when you bought the property that you really can't abide by, or that there are new rules and regulations that you don't agree with, the board wants to hear about it! Please call your Property Manager to bring it up with the board.**

Air Conditioners: Window Air Conditioning units must have a Plexi-glass panel set above them (easily purchased and cut to size at a hardware or home supply store), NOT cardboard or blankets or plywood. Air conditioner units must be removed and stored away during the cold weather months.

Dryer Vent Cleaning: Dryer vents need to be cleaned at least every two years. Owners are responsible for the cost of the dryer vent cleaning. Lint from dryer vents is a fire hazard to the home and neighbors. Please check your outside vent exhaust and if you can see lint, it is time to have the vent cleaned. Also, check the louvers on your vent. If there are any missing, please have them repaired.

Dues and Fees: Pay association dues on or before the first day of the month. Late payments accrue interest and the association actively pursues the collection of delinquent accounts.

Grills: Do not use or store flammable gas grills within 10 feet of the building or non-steel fences. No wood burning or charcoal appliances are allowed in The Hamlet, including campfire pits.

Hot Water Tanks: It is recommended that hot water tanks be replaced every ten years. Hot water tanks that leak or burst can cause damage to your home.

Information Forms: The association requires that each owner and resident complete an Information Form to provide the information needed to contact every resident and owner, including pet information. In an emergency, this information is very helpful to allow the association to contact both owners and residents. Please keep your information up to date by using the form in this booklet.

New Residents: Complete the Information Form and send to the property management company promptly.

Insurance: The association's insurance does not cover individual's personal items or residents' actions. Owners should have homeowner's insurance, and tenants should have renter's insurance both to cover your property and any damage caused by you, your visitors or from within your unit.

Lawns: Our mowing contractor will not move, or mow or trim around chairs, tables, toys or other items left on lawn areas by residents. Residents may not leave any of these items in any common area, including lawns. Owners and residents should not plant anything, except on their own lot.

Leaks: Water leaks from your appliances or plumbing are your responsibility and the association may charge you for the association's expense to cover repair costs for damage caused to common or limited common elements.

Mailboxes: Mailbox clusters are at Day Lane and on Madison Drive. You should have received keys from the previous owner at your closing. Otherwise, you'll need to contact a locksmith for a new lock and keyset. If you do not know whom to call, contact the property manager for advice.

Noise: Please be courteous to others by turning down your television, surround sound and radio. The Town of Williston has a Noise Ordinance that states, in part:

No person or persons shall make, cause to be made, assist in making or continue any excessive, unnecessary, unreasonably loud noise or disturbance, which disturbs, destroys, or endangers the comfort, health, peace, or safety of others within the immediate vicinity of the noise or disturbance. Without limitations, the commission of one or more of the following acts, shall be deemed a violation of this Ordinance and shall be considered as a noise disturbance and public nuisance, provided that the instrument, devices, vehicles or other noise source is plainly audible from the receiving property Boundary line.

The ordinance specifically addresses noise from: motor vehicles, animals, voices, construction, speakers & amplifiers, horns, radios and electronic sound-producing devices, exhaust and trash removal.

You can find the ordinance in full on their website at: <https://www.town.williston.vt.us>. The board will rely on this ordinance as necessary.

Pets: The Hamlet Declaration states that only domestic pets like cats or dogs are allowed, with no more than 2 pets per dwelling. You are also directed to the Town of Williston website for the Town Ordinance regarding pets. <https://www.town.williston.vt.us>

Plumbing: Pipes within the unit are the unit owner's responsibility. Do not place inappropriate items such as diapers, paper towels, cat litter or feminine products in toilets. Only toilet paper, liquid waste, and excrement should be disposed of in toilets. Remember that leaking toilets and faucets cause higher water bills and can result in damage to your home and common elements. Please, immediately repair toilets and faucets that are leaking or running ceaselessly.

Recycling, Composting and Trash: You can find information about recycling, composting and trash at www.cswd.net or www.casella.com. Look on either site for the "Chuck It Guide" and other helpful information.

Composting is totally the responsibility of the homeowner. Please do not put it out with other trash and recycling.

Please place trash bins three or more feet from roadway on trash collection day. Be sure to not block sidewalk, especially during snow season. To preserve the beauty of The Hamlet, please be sure to not overstuff trash containers on windy days.

Smoking: If you smoke, you are responsible for the appropriate disposal of cigarette butts. Do not throw cigarette butts on the ground, in the storm drains or anywhere on association property. Remember, cigarette smoke bothers many people and it can affect their health and quality of life. Consider where your smoke may drift whenever smoking outdoors and think of your neighbors who are on their deck or have a window open.

Upkeep and Repairs: Any upkeep or repairs needed within a home are the unit owner's responsibility. Exterior upkeep is also the responsibility of the homeowner. The contractor you hire for maintenance work must be certified, insured and approved by the board. Please contact Appletree Bay Property Management.

Vehicles: All vehicles parked on association property must be in running order, registered, inspected, and not leaking fluids or in any other way damaging the property. There are no parking areas available on association property for recreation vehicles, boats, trailers, or campers and no space is available for oversized vehicles, as parking spaces are at a premium.

Parking: Individual Driveways and garages should be used for resident parking. Street parking is not permitted by the Town of Williston except on Day Lane. Homeowners have only 2 parking spaces – one in the garage, one in the driveway. This is by DRB regulation and by The Hamlet regulation. Extra parking for guests is available at the Seymour Apartments spaces.

The Board will strictly enforce the parking policy and all vehicles will be subject to it. Should you have a special issue or are presently in violation of parking rules, you will need to work out an interim parking agreement with the board. Please contact your property manager at Appletree Bay Property Management.

THE HAMLET - ASSESSMENT PAYMENT-COLLECTION POLICY

1. Payment is due the first day of each month. The payment process takes up to 7-10 days from the time you either send a personal check or request a payment from your online banking service. There are NO electronic transfers between your bank and the CIT lockbox for the association payments. Your bank cuts a physical check for your payment; it is then mailed via the USPS and received by the CIT lockbox in Phoenix, Arizona. Please make sure that your account information is included in your online banking profile so that payments are applied automatically and correctly. Any checks without the correct account information must be manually verified which delays the processing of your payment. Also, you may pay directly to CIT bank by signing up and using CIT Bank payment site, www.Propertypay.cit.com
2. Checks should be made payable to The Hamlet HOA. The address for your payment is:
The Hamlet HOA
c/o Appletree Bay Property Management
PO Box 64983
Phoenix, AZ 85082-4983
3. If payment is not received by the 15th of the month, or the first business day thereafter, account is considered overdue. You will receive an Owner's ledger from the accountant showing your balance at the time of the ledger and serves as notice that payments have not been received.
4. 45 days after the issuance of the invoice, an **18%** late fee will be added to the amount due.
5. If an assessment remains unpaid after 60 days (measured from the original due date, the first of the month), you will receive a letter from the Hamlet legal counsel stating that you have 30 days to pay all amounts due or accept a payment plan before foreclosure proceedings begin. There will be a \$250 charge for this letter. The balance of that year's assessment will become immediately payable in addition to the previously outstanding amounts and interest (18%) begins to accrue on the entire outstanding amount.
6. After 90 days, in addition to the measures set forth in paragraph 6, a foreclosure action will be filed by the Hamlet legal counsel and all legal costs and fees incurred will be added to your account for payment.
7. As noted above, for delinquent payers, the first legal notice will result in a \$250 charge, in addition to all other late fees and penalties. This charge may be waived by the board upon petition of the Owner if circumstances so warrant. For repeat offenders, a second legal notice within one year of the first notice will result in a \$500 charge in addition to all other late fees and penalties. A third legal notice within eighteen months of the first notice will result in a \$750 charge, in addition to all other late fees and penalties. Each legal notice thereafter that within three years of the first notice will result in a \$1,500, in addition to all other late fees and penalties. These charges do not include any costs incurred by the Association such as title searches or filing fees for which an Owner will remain liable.

The Hamlet Homeowners' Association

In an effort to provide homeowners with clarity on what is homeowner vs. association responsibility, the matrix below was created. Please refer to this matrix when you have questions regarding your home lot and/or association. If this matrix does not answer your concern, please contact Appletree Bay Property Management for clarification.

Association/Homeowner Responsibility

RESPONSIBLE PARTY	Association	Homeowner
ITEM/ISSUE		
Grounds/Snow Removal	Yes	
Fertilization/Weed Treatment	Yes	
Mulch	Yes	
Prune	Yes	
Weed	Yes	
Lot maintenance	Yes	
Home maintenance		Yes
Parking Spaces **	Yes - 2	
Pets Allowed and How Many***		Yes - 2
Trash/Recycling	Yes	
Composting		Yes

- **Driveways should be used for parking. Street parking is not permitted by the town except on Day Lane.
- ***Pets: Only two (2) pets are allowed. Domestic pets only, such as cats and dogs. Stray or loose pets, including cats, will be photographed and reported to Town Police